

Department of Finance and Administration

OFFICE OF FISCAL MANAGEMENT

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MEMORANDUM

TO: John Storey
Catherine Wagoner
FROM: Jessica Johnson
DATE: June 22, 2016
SUBJECT: Dates for Travel Pay for July 2016

ON JULY 1ST- Please add the pay dates below to the Pay Date table in SPAHRS.

If you have any questions, call me at 601-359-5699.

SPAHRS Travel for July 2016

NOTE: The Pay Period Start Date is the actual Due Date for processing travel. Agencies need to process their final travel run by C.O.B. on the Pay Period Start Date in order to receive warrants/EFTS on the Pay Date.

FREQUENCY	PAY PERIOD END DATE	PAY PERIOD START DATE	PAY DATE	NOTES
T1	07-07-2016	07-05-2016	07-07-2016	Independence Holiday (07/04/2016)
T2	07-11-2016	07-07-2016	07-11-2016	
T3	07-14-2016	07-12-2016	07-14-2016	
T4	07-18-2016	07-14-2016	07-18-2016	
T5	07-21-2016	07-19-2016	07-21-2016	
T6	07-25-2016	07-21-2016	07-25-2016	
T7	07-28-2016	07-26-2016	07-28-2016	
T8	08-01-2016	07-28-2016	08-01-2016	